



ROGERS POLICE

Hayes Minor
Chief of Police

1905 S. DIXIELAND RD
ROGERS, AR 72758
PH 479-621-1172
FAX 479-621-1131
www.rogersar.gov/police

July 18, 2016

Dear Applicant:

Please consider this letter as notification of the upcoming Civil Service Commission examination for entry-level police officer. The minimum starting salary is \$34,816.00.

The examination is scheduled for **Thursday, September 8, 2016**, at the Rogers Police Department Training Room, which is located at 1905 South Dixieland Road. You should plan on the first phase of the examination process to take all day. Phase one of the process will consist of a written exam, physical agility test, and two interviews; one with the Civil Service Commission and one with the Police Department Command Officers.

Before being allowed to test, you will be required to produce a valid driver's license.

Your completed employment application AND Officer Testing Application must be received no later than 5:00 p.m. on Monday, August 29, 2016, at the Rogers Police Department, 1905 S. Dixieland Rd. Rogers, AR 72758 to be eligible to take the test.

An Officer Testing Application has been included in this packet for your convenience. If you have received this notice in the mail, you need only to return the officer testing application as we already have your employment application on file.

The written exam consists of problem solving, reading comprehension, writing ability, mathematics, and an attitude and personality characteristics component. For those of you who wish to purchase a study guide, they are available at <http://www.publicsafetyrecruitment.com/>. Click on the Preparation Materials link at the top, then click on the Police Preparation Materials, then click on the NCJOSI National Criminal Justice Officer Selection Inventory Preparation Guide. You may then choose either the Enhanced Edition-NCJOSI or the Standard Edition-NCJOSI.

If you fail to return both the employment application AND the Officer Testing Application by the Monday, August 29, 2016 deadline, you will NOT be allowed to test.

The City of Rogers provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status or genetics. All employment decisions at the City of Rogers are based on workforce needs, job requirements and individual qualifications. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfers, leaves of absence, compensation and training.



ROGERS POLICE DEPARTMENT

OFFICER TESTING APPLICATION

Please print clearly or type.

Last Name:	First Name:	Middle:	Date:	
Date of Birth:			Social Security Number:	
Mailing Address:		City	State	Zip Code
Home Phone:	Cellular Phone:	Work Phone:	Email Address:	
Current Employer:				
Work Address:		City	State	Zip Code
Driver's License Information: Number		State	Type	Expiration Date

Have you ever been convicted of a felony? Yes ☐ No ☐

Have you ever been convicted for Domestic Abuse? Yes ☐ No ☐

Are you a United States Citizen? Yes ☐ No ☐

Are you a Certified Law Enforcement Officer? Yes ☐ No ☐

If so, in what state? Type of Certification:

Your Signature In Full:

X _____

Note:

Your driver's license will be required at the time of testing.
Any false information could result in the rejection of this application.

To be eligible for the position of entry-level police officer, you must meet the following criteria:

- Be a citizen of the United States.
- Be at least 21 years of age at time of appointment.
- Be fingerprinted and a search initiated of state and national fingerprint files to disclose any criminal record.
- Be free of a felony record. A felony record shall mean having entered a plea of guilty, been found guilty, or otherwise having been convicted of an offense, the punishment for which could have been imprisonment in a federal penitentiary or a state penitentiary. The fact that an individual has received a pardon or their record has been expunged shall not release the individual from having a felony record for the purposes of this regulation.
- Be of good character as determined by a thorough background investigation.
- Be a high school graduate or have passed the General Education Development (GED) Test indicating high school graduation level.
- Be examined by a licensed physician.
- Be interviewed personally prior to employment by the department head or his representative, or representatives to determine such things as the applicant's motivation, appearance, demeanor, attitude and ability to communicate.
- Be examined by an individual licensed to practice psychiatry or psychology and qualified to perform such evaluations in the State of Arkansas, who after examination finds the officer to be competent and recommends the agency hire the individual.
- Possess a valid driver's license.
- To be free of any visible objectionable tattoos or brands. Tattoos on the arms are not an automatic disqualifier as long as they could be covered by the long sleeve police uniform. In addition, except for the ears, no portion of the body may be pierced. The ability to wear eccentric or excessive quantities of personal jewelry on the ears is prohibited.
- Pass all required conditional offer exams including: polygraph examination, drug screen (urinalysis), psychological examination, medical examination, final review and a follow-up investigation (if needed).
- Physical agility test to be completed within 3 minutes 54 seconds and consists of:
 - Run up and down 2 flights of stairs with a ballistic vest
 - Manipulate a weight resistance machine to demonstrate the ability to control while pushing and pulling (80 lb resistance)
 - Short shuttle run
 - Drag a 180 lb dummy for 30 feet
 - Dry fire weapon within a specified target area

Candidates who fail any portion of the selection process are disqualified but may re-test one other time during the calendar year. If the applicant fails the selection process a second time, they must wait a period of one year before re-applying for the position of police officer.

The names of the candidates who successfully complete the first phase of the examination process will be placed on an eligibility list in ranking order. This eligibility list will remain valid for one year from the examination date. A Conditional Offer of Employment, an Authority to Release Information form, and a Background Investigation Packet will be given to a number of eligible candidates, depending on the number of open positions at the time of the exam.

Upon return of your completed Background Packet, you will be fingerprinted to check for previous criminal offenses. You may be requested to complete a 168 question questionnaire. You will also be required to sign a Disclosure and Penalty form as to the truthfulness of the information in your completed Background Packet.

Prior to a final offer of employment, you will be given a drug screen and may be given a polygraph examination that may contain questions from the following categories:

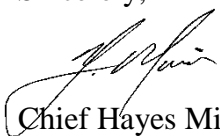
- General Qualifications
- Employment
- Criminal Activity
- Theft
- Crimes Against Persons
- Illegal Drug Usage/Sales
- Financial History
- Driving History
- Personal History Information
- Prior Law Enforcement Service

The expected duration of the process from the time the Background Investigation Packet is given should be no longer than three months.

Employment opportunities in the City of Rogers shall be open to every individual regardless of age, race, color, creed, national origin, sex, political affiliation or benefits, or handicapping conditions.

Thank you for your interest in the Rogers Police Department, and I encourage you to call Captain Jonathan Best or Executive Secretary Becky Johnson if you have any questions about the information contained in this letter.

Sincerely,

A handwritten signature in black ink, appearing to read "H. Minor", written over a circular embossed seal.

Chief Hayes Minor
Rogers Police Department



ROGERS POLICE

Hayes Minor
Chief of Police

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Dear Entry Level Police Officer Applicants,

The Rogers Police Department will be conducting Police applicant testing and interviews on Thursday, September 8, 2016. Testing will consist of a written standardized examination, physical agility test, and oral interviews. There are normally questions regarding the process, so we are providing each of you the opportunity to meet with our training officers prior to testing.

We have scheduled a one hour block on **Thursday, September 1, 2016, from 6:00 to 7:00 p.m.**, at the Rogers Police Department Training Room for those who wish to attend. We will review the testing process as well as the physical agility test. It will be at this time that the physical agility test can be practiced by all who choose to attend. This opportunity will give applicants the opportunity to orientate themselves with the testing process. If you would like to attend but are unable to make it to this orientation, you may contact the Training Unit at 479-986-3634.

If you plan on attending, please sign the Waiver of Liability form listed below, and **BRING IT WITH YOU ON Thursday, September 1, 2016.**

I (Print Name) _____, agree that I shall not hold the City of Rogers or any of its employees responsible for any injury or damage I may receive or cause to myself during or as a result of the demonstration and practice.

Signature_____

The Employment History section of this application must be completed. Incomplete applications will not be considered. Position applied for must be specified.

Application for Employment

Please Print

Equal access to programs, services and employment is available to all persons. Those applicants requiring reasonable accommodation to the applicant and/or interview process should notify a representative of the Human Resources Department.

Position(s) applied for _____ Date of application _____

POSITION MUST BE SPECIFIED

Referral Source: ☐ Advertisement ☐ Employee ☐ Relative ☐ Government Employment

☐ Walk-in ☐ Private Employment Agency ☐ Other _____

Type of employment desired: ☐ Full-time ☐ Part-time ☐ Temporary ☐ Seasonal

Name _____
Last First Middle

Address _____ Social Security # _____
Street City State Zip (Law Enforcement only)

Telephone # _____ Alternate Phone # _____ E-mail _____

Date available for work _____ What is your desired salary range? _____

May we contact you at work? ☐ Yes ☐ No

If yes, work number and best time to call? _____

If necessary; best time to call you at home is? _____

If you are under 18 and it is required can you furnish a work permit? ☐ Yes ☐ No

Have you submitted an application before? ☐ Yes ☐ No

Are you legally eligible for employment in this country? ☐ Yes ☐ No

Will you travel if the job required it? ☐ Yes ☐ No

Are you able to meet the attendance requirements of the position? ☐ Yes ☐ No

Will you work overtime if required? ☐ Yes ☐ No

Have you ever been convicted of a crime? ☐ Yes ☐ No

If so, please provide dates and details. _____

Answering "yes" to these questions does not constitute an automatic bar to employment. Factors such as date of the offense, seriousness and nature of the violation, rehabilitation and position applied for will be taken into account.

Driver's license number if driving is an essential job function. _____ State _____

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EMPLOYMENT HISTORY

Starting with you most recent employer, assignments or volunteer activities, provide the following information.

Employer	Telephone #	From: Month Year Date Employed	To: Month Year
Street Address	City	State	Compensation (Starting)
Starting Job Title/Final Job Title			\$ per
Immediate Supervisor and Title			
Reason for Leaving			Compensation (Final)
May we contact for reference? Yes No			\$ per
Summary of job responsibilities:			

Employer	Telephone #	From: Month Year Date Employed	To: Month Year
Street Address	City	State	Compensation (Starting)
Starting Job Title/Final Job Title			\$ per
Immediate Supervisor and Title			
Reason for Leaving			Compensation (Final)
May we contact for reference? Yes No			\$ per
Summary of job responsibilities			

Employer	Telephone #	From: Month Year Date Employed	To: Month Year
Street Address	City	State	Compensation (Starting)
Starting Job Title/Final Job Title			\$ per
Immediate Supervisor and Title			
Reason for Leaving			Compensation (Final)
May we contact for reference? Yes No			\$ per
Summary of job responsibilities			

Employer	Telephone #	From: Month Year Date Employed	To: Month Year
Street Address	City	State	Compensation (Starting)
Starting Job Title/Final Job Title			\$ per
Immediate Supervisor and Title			
Reason for Leaving			Compensation (Final)
May we contact for reference? Yes No			\$ per
Summary of job responsibilities			

SKILLS & QUALIFICATIONS

☐ Word ☐ Excel ☐ Access ☐ PowerPoint ☐ Internet

Summarize any special training, skills, licenses and/or certificates that may qualify you as being able to perform job-related functions in the position for which you are applying:

Educational Background (if job related)

Starting with you most recent school attended, provide the following information.

School (Include City & State)	Number of Years Completed	Achieved	GPA Class Rank	Major	Minor
		GED Diploma Degree			
		GED Diploma Degree			
		GED Diploma Degree			

References

List name and telephone number of three business/work references. Please do not list family members.

Name	Title	Relationship to Candidate	Telephone	Years Known

Additional Information

List professional, trade, business or civic associations and any offices held.

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any other similarly protected status.

Organization	Offices Held

List special accomplishments, publications, awards, etc.

Exclude memberships that would reveal race, color, religion, sex, national origin, citizenship, age, mental or physical disabilities, veteran/reserve national guard or any similarly protected status.

List any additional information you would like us to consider:

List names and relationship of any relatives currently employed by the City of Rogers:

AN EQUAL OPPORTUNITY EMPLOYER

APPLICANT STATEMENT

I certify that all information I have provided in order to apply for and secure work with the employer is true, complete, and correct.

I expressly authorize, without reservation, the employer, its representatives, employees or agents to contact and obtain information from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the employer, its agents, employees or representatives, for seeking, gathering and using such information in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the employer does not unlawfully discriminate in employment and no question on this application is used for the purpose of limiting or excusing any applicant from consideration for employment on a basis prohibited by applicable local, state, or federal law.

I understand that this application remains current for only 60 days. At the conclusion of that time, if I have not heard from the employer and still wish to be considered for employment, it will be necessary to reapply and fill out a new application.

If I am hired, I understand that I am free to resign at any time, with or without cause and without prior notice, and the employer reserves the same right to terminate my employment at any time, with or without cause and without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

I understand that if I am hired, I will be required to provide proof of identity and legal authority to work in the United States and that federal immigration laws require me to complete an I-9 Form in this regard.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect, will be sufficient cause to (1) cancel further consideration of this application, or (2) immediately discharge me from the employer's service, whenever it is discovered.

NOTICE: All applications and resume submissions are subject to public disclosure upon request under the Arkansas Freedom of Information Act.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the foregoing Applicant Statement.

Signature of Applicant _____ **Date** _____

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